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DD/S REGISTRY

FILE *Training 3*

4 FEB 1966

MEMORANDUM FOR: Director of Personnel
Director of Training

SUBJECT : Career Trainee Program

1. In connection with our meeting of 18 January 1966 on Career Trainees (minutes attached), I believe it would be well to recap some of the important actions in this area which are pending and to establish a follow-up system for their accomplishment.

| <u>Actions Pending</u> | <u>Responsibility</u> |
|--|-----------------------|
| a. Add two additional program officers to the CTP Staff. | OTR |
| b. Implement the plan for CTP officers to conduct field interviews with promising CT candidates to speed up selection. | OTR |
| c. Step up our advertising campaign for CT's. | OP/OTR |
| d. Develop methods for accelerating the receipt and processing of applications from promising professional candidates, and for encouraging their interest in CIA through measures of "hot pursuit." | OP/OTR |
| e. Study and report on the feasibility of selecting more candidates with bachelor degrees. | OP/OTR |
| f. Consider and report on the feasibility of a group approach to CT selection. | OP/OTR |
| g. Develop a system for the joint review of junior professional applicant files and the joint interview of candidates by CTP and Personnel to speed up the process of determining where the Agency can best use an individual applicant. | OP/OTR |

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Excluded from automatic
downgrading and
declassification

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- h. Develop techniques and means for validating CT selection standards and other elements of the CT processing system which are susceptible to such analysis.

OP/OTR

2. I would appreciate your including in your regular weekly reports appropriate comments on progress being made with respect to these pending actions until each has been completed.

SIGNED R. L. Bannerman

R. L. Bannerman
Deputy Director
for Support

Att

Minutes for Meeting on Selection and
Processing of Career Trainees--18 January
1966


Distribution:

- Orig - D/Pers. w/att.
- 1 - D/OTR w/att.
- ✓ 1 - DD/S Subject w/att
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AEO-DD/S:WFV:ews (3 Feb 66)

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|--|----------|-----------------|
| TRANSMITTAL SLIP | | DATE |
| TO: Mr. Bannerman via Mr. Warfield and | | 6 February 1966 |
| ROOM NO. | BUILDING | |
| REMARKS: | | |
| <p>Attached is the memorandum you requested to the Directors of Personnel and Training recapping the actions that are pending with respect to the Career Trainee Program.</p> <p>Recommend signature. (2)</p> <p> WFV</p> | | |
| FROM: | | |
| ROOM NO. | BUILDING | EXTENSION |

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FORM NO. 241
1 FEB 55

REPLACES FORM 36-8
WHICH MAY BE USED.

☆ GPO : 1957-O-439445

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| SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM | | | |
|---|----------------------|---------------|----------------|
| UNCLASSIFIED | | CONFIDENTIAL | SECRET |
| CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP | | | |
| TO | NAME AND ADDRESS | INITIALS | DATE |
| 1 | <i>Mr. Bannerman</i> | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |
| ACTION | | DIRECT REPLY | PREPARE REPLY |
| APPROVAL | | DISPATCH | RECOMMENDATION |
| COMMENT | | FILE | RETURN |
| CONCURRENCE | | INFORMATION | SIGNATURE |
| Remarks: <i>Here are the minutes of the 18 Jan meeting of Career Trainees.</i> <i>WAV</i> | | | |
| FOLD HERE TO RETURN TO SENDER | | | |
| PHONE NO. | | DATE | |
| | | <i>28 Jan</i> | |

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